

Public Records Request

Date of Request:

Insurance Policy Number:

Requested By

Name:

Company:

Address:

City, State, Zip:

Phone:

Email:

Your relationship to incident:

I prefer to receive these records in the following format:

- ☐ Electronic (CD/DVD/FTP/Scanned document) - \$5.00 per CD or DVD
- ☐ Fire Investigation Report - \$10.00 for the first 10 pages plus \$0.19 for each additional page
- ☐ Fire Investigation Photographs - \$1.00 per sheet. Customer pays actual cost if requesting photo copies through a photo lab.
- ☐ Paper copy - \$0.19 per page
- ☐ Pick up at office
- ☐ View records by appointment – no charge
- ☐ Plans

Note: We will invoice you for payment of charges.

Records Requested

☐ Commercial ☐ Residential ☐ Vehicle Other: _____

Incident Information

Date of incident

Time of incident

Location (address, zip code, county)

Parties involved #1

Parties involved #2

Investigator

Case Number

Case Title

Public records requests are subject to RCW 42.56 Public Records Act. Full text is available on the Web site: apps.leg.wa.gov/RCW/

The Public Disclosure Law requires that requests for access to records be responded to within five (5) business days by either providing the records or providing an estimate of time when the records will be available.

All requests are subject to review by the Clark County Prosecutor's Office.

Office Use Only

Initial report fee

No. of pages

CD/DVD

Photos

Copy

No Charge

Revised 3/27/12



Public Safety Complex
 505 NW 179TH ST, Ridgefield, Washington
 Phone: (360) 397-2186 Fax: (360) 397-2076
www.clark.wa.gov/development



For an alternate format,
 contact the Clark County
 ADA Compliance Office.
 Phone: (360)397-2322
 Relay: 711 or (800) 833-6384
 E-mail: ADA@clark.wa.gov